



Community Preservation Committee
55 Main Street
Westford, Massachusetts 01886
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Applying for Westford Community Preservation Funds

1. Review the governing law Chapter 44B, Community Preservation Act, and Westford's Community Preservation Funding application package to determine if the project is eligible.
2. Obtain necessary written support from Historic Commission, Recreation Commission, Conservation Commission, Affordable Housing Committee, Housing Authority, Cemetery Commission, Water Commission, and/or Planning Board, as applicable.
3. Complete and submit application package, including all supporting materials (budget, quotes/estimates, timeline, maps, photos, plans, deed restrictions, CPC funding agreement) shall be submitted to the CPC Administrator by **September 4, 2015**. Please email jbeyer@westfordma.gov with any questions you may have.
4. During the normal CPC review period for recommendation at Westford's March Annual Town Meeting (ATM) or October's Special Town Meeting (STM), please consider the following timeframe:
 - a. **CPC reviews complete application package** (January or early February for ATM) or September or early October for Special Town Meeting (STM).
 - b. **Applicant appears before CPC for application interview(s), providing additional materials/information as requested by CPC.**
 - c. **CPC votes on recommendations** (February for ATM or early October for STM).
 - d. **CPC submits Annual Town Meeting warrant placeholder/warrant language to Board of Selectmen** (late February for ATM or early October for STM).
 - e. **CPC representative and applicant appear before Finance Committee and Selectmen for ATM recommendations.**
 - f. **Applicant and CPC prepare project information for Town Meeting.**